

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

INTER-OFFICE COMMUNICATIONS

TO	<u>Personnel Policy Manual Holders</u>	DATE	<u>April 1, 2016</u>
FROM	<u>Patty Garcia</u> Director, Human Resources Division	SUBJECT	<u>April 2016</u> Personnel Manual Update

Please update your Personnel Manual as follows effective April 1, 2016.

SUBJECT INDEX:

Remove the existing Subject Index dated November 1, 2015.

Insert the revised [Subject Index](#) dated April 1, 2016.

NUMERICAL INDEX:

Remove the existing Numerical Index dated November 1, 2015.

Insert the revised [Numerical Index](#) dated April 1, 2016.

EXECUTIVE DIRECTIVE:

PD-44, "Retirement Benefits" (rev. 8)

1. Pursuant to the changes resulting from SB 1459 of the 83rd Legislative Session, the following sections were revised:
 - * Section III.B.3: Renamed section "Employees Hired on or After September 1, 2009, but before September 1, 2013." Added that provisions also apply to former employees who withdrew their retirement account from the ERS and rehired on or after September 1, 2009, but before September 1, 2013.
 - * Section III.B.4: Added a new section to include retirement provisions for employees hired on or after September 1, 2013. An employee may use unused accrued sick leave to increase their monthly annuity check, but not for retirement eligibility. An employee also has the option to either take a lump sum payment for unused accrued vacation leave or use vacation leave to increase their monthly annuity check. These provisions also apply to former employees who withdrew their retirement account from the ERS and rehired on or after September 1, 2013.
2. Section II.B: Pursuant to changes resulting from HB 9 of the 84th Legislative Session, the 90 day waiting period for newly hired and rehired employees has been removed.
3. Section II.C: Changed the earned interest rate on retirement accounts from 5% to 2%.
4. Section II.D.2: Revised section to include online contact with Employees Retirement System of Texas (ERS).
5. Section II.E: Revised language to describe the employee as active; included for purchase waiting period service, and removed language referring to service not previously established. Information regarding the cost of service credit may no longer be obtained via email at www.bencom@ers.state.tx.us.
6. Section II.E.1: Revised to include the employee's date of birth and removed reference to how information appears on the TDCJ payroll.
7. Section III: Revised to include regular service and remove non-custodial reference, and added that the

- Law Enforcement and Custodial Officers System is also known as supplemental service. Revised language to clarify who will receive a Statement of Retirement Benefits from the ERS annually.
8. Section III.A: Revised to include commonly referenced acronyms for some retirement systems.
 9. Sections III.B.1.a and b: Moved “Sick Leave Credit” and “Vacation (Annual) Leave Credit” under new section titled “General Provisions” since these guidelines apply to all employees.
 10. Section III.B.2: Revised to include that an employee is allowed such retirement credit even though the employee receives a lump sum payment for unused accrued vacation (annual) leave.
 11. Section IV: Revised to add most recent title for PD-14, “Americans with Disabilities Act and Employment of Persons with a Permanent or Long-Term Medical Condition.”
 12. Section V: Deleted information related to determining actuarial reduction factors related to partial lump sum option.
 13. Sections VI.A.1-2: Deleted reference to service or disability.
 14. Section VI.A.3: Revised to reflect that retirement documents mailed to the ERS must be postmarked by the employee’s retirement date.
 15. Sections VI.B.1.c.(1)-(2): Deleted information for clarity.
 16. Section VI.B.1.g: Added instructions on information to enter on the TDCJ Payroll/Personnel System Employee Retirement Update screen.
 17. Attachment B: PERS 571, Lump Sum Deferral Enrollment Form TexasSaver 401(k) and 457 Plans was completely revised.
 18. Grammatical and formatting updates made.

Remove the existing PD-44.

Insert the revised [PD-44](#).

PD-84, “Reemployment and Selection of Retirees” (rev. 6)

1. Policy statement was revised.
2. All references to “position description” were changed to “job description” throughout the directive.
3. All references to “position posting” were changed to “job posting” throughout the directive.
4. Added definitions for Non-Targeted Career Position, Supervisor of Correctional Officers, and Targeted Career Position; revised the definition of Job Posting with language regarding location and salary information and the corresponding military occupational specialty code.
5. Section I: Added additional information regarding the application process for retirees.
6. Section I.C: Added a statement regarding the difference in salary rates for return-to-work retirees who are not contributing Employees Retirement System (ERS) members.
7. Section I.D: Added reference to PD-71, “Selection System Procedures,” for guidelines in the application process for ERS retirees.
8. Section III: Added a new section regarding the selection process for ERS retirees.
9. Grammatical and formatting updates made.

Remove the existing PD-84.

Insert the revised [PD-84](#).

If you have any questions regarding this update or need assistance concerning your Personnel Manual, please contact Kristy Jeter at (936) 437-4049 (Email User ID KJE3473).

PG: clh

Attachments